Letter writing rubric

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|  | 4- excellent | 3-good | 2-satisfactory | 1-needs improvement |
| Directions are followed | Student follows all directions given, and may exceed some requirements | Student follows all directions given | Student follows most directions. | Student does not follow most directions. *If you’re not sure, ask!* |
| Point of view | Student writes from the point of view requested, and does so with flair. | Student writes from the point of view requested. | Student attempts to write from the point of view requested, but struggles. | Student does not write from the point of view requested. |
| Content | Student’s writing is clear and points are well-supported; arguments are well-structured. There is clear evidence for opinions or assertions.  Shows maturity of thought. | Student’s writing is clear. Points and arguments have some support. There is some evidence behind opinions and assertions. May show evidence of careful thinking. | Student’s writing is mostly clear. Attempts are made at supporting arguments, opinions and assertions. May show some evidence of thought. | Student’s writing is not clear. Inadequate support for main points. Writing is logically weak. No evidence of extending thinking is present. |
| Conventions | Spelling, grammar and mechanics are very good. The letter looks like a letter, with greeting, date, and salutation. | Spelling, grammar and mechanics are good. The letter looks like a letter (may not be perfect, but all parts are present) | Spelling, grammar and mechanics show a lack of proofreading. The letter may be missing the greeting, date or salutation. | Spelling, grammar and mechanics show significant problems. The letter may be missing more than one part. |